

Minutes of the Annual Meeting of Market Deeping Town Council
Held on Wednesday 13th May at 7.30pm
Zoom meeting code 958 6442 2321
Password 074881

Present:	Cllr Miss Collins (outgoing Chair)	Cllr Yarham (incoming Chair)
	Cllr Lester	Cllr Miss Moran
	Cllr Neilson	Cllr Mrs Redshaw
	Cllr Hanson	Cllr Shelton
	Cllr Broughton	Cllr Mrs Sked
	Cllr Brookes	Cllr Cllr Davis
	Cllr Hembrow	

LCC Cllr Mrs Trollope-Bellew, SKDC Cllr Baxter, the Clerk and the Deputy clerk were also in attendance.

Cllr Miss Collins welcomed everyone to the meeting and the Open Session commenced:

Cllr Mrs Trollope-Bellew greeted members and expressed her hopes that everyone was well.

Cllr Miss Moran, for SKDC, then advised members of a SKDC meeting she had attended where it was revealed that Aldi are in discussions regarding the possibility of locating a supermarket in the Deepings.

Cllr Broughton, for SKDC then reported on virtual meetings that he had attended and advised members that there was now an extension to the 6-month rule regarding non-attendance of meetings and members being disqualified as a councillor for that reason. It was agreed that this would be placed on the next Full Council agenda. It was noted that Cllrs Broughton and Miss Moran were both volunteering with a helpline to provide residents with assistance should then need it during the Covid 19 crisis.

SKDC Cllr Baxter then advised members that the SKDC meetings were improving as members became used to attending them, and that SKtoday brochures were due to be delivered to homes in the area imminently.

There being no further business the public session was closed at 7.36pm. Members voted unanimously to start the annual meeting.

1. Election of Mayor 2020/21

Cllr Miss Collins asked members to vote for Cllr Broughton, as deputy Mayor, to be elected as Mayor. There were 6 votes in favour and 7 against. As the vote was not carried, Cllr Miss Collins asked if there were any further nominations. It was proposed by Cllr Miss Moran and seconded by Cllr Shelton that Cllr Yarham be nominated as Mayor. It was further proposed by Cllr Miss Collins and seconded by Cllr Hanson that Cllr Lester be nominated as Mayor.

Members then **RESOLVED** with 7 in favour to suspend Standing Orders for this agenda item to allow the vote to take place.

Members **RESOLVED** with 7 in favour to elect Cllr Yarham as Mayor, and 6 in favour to elect Cllr Lester. Cllr Yarham is therefore Mayor for 2020/21.

2. Election of Deputy Mayor 2020/21

The clerk had received nomination forms for Cllr Miss Moran and Cllr Lester. Members **RESOLVED** with 12 in favour and one against to suspend Standing Orders for this agenda item to allow the vote to take place by a show of hands.

7.43pm Cllr Hanson left the meeting.

Members then **RESOLVED** with 6 in favour, 5 against and one abstention to elect Cllr Miss Moran as the Deputy Mayor. Cllrs then voted for Cllr Lester with a result of 5 in favour, 5 against and 2 abstentions. Cllr Miss Moran is therefore Deputy Mayor for 2020/21.

3. For members to vote on a motion for the Mayor and Deputy Mayor to sign their acceptance of office forms at a later date when it is safe to do so

Cllr Yarham then took the chair. He proposed an amendment to the agenda item for forms to be emailed to the relevant members for signature. Cllr Miss Moran seconded the motion and it was **RESOLVED** with 8 in favour, one against and 3 abstentions for this to take place.

4. Chairman's Welcome & Introductions

Cllr Yarham welcomed members to the meeting and advised that he would be firm with timings due to the length of the agenda.

5. Apologies for Absence

None were received.

6. Declarations of Interest under the Localism Act 2011

Cllr Broughton declared an interest in agenda item 14.

7. Acceptance of minutes of the Extraordinary meeting held on the 28th April 2020.

Cllr Yarham asked members if they were to accept the minutes of the meeting. The clerk advised members of an amendment to the date in items 195 and 197 to read the 27th March. It was then proposed by Cllr Davis and **RESOLVED** with 8 in favour, 3 against and one abstention to accept the notes of the meeting as a true and accurate record subject to the above amendment. The Chairman will sign the minutes when safe to do so.

8. Appointment of Councillors to the existing Committees and the appointment of the Committee chairs

Amenities and Open Spaces: Cllrs Broughton, Brookes, Davis, Hembrow, Shelton, Mrs Sked and Yarham had elected to sit on the committee. The clerk asked whether any other councillors wished to be on the committee and Cllr Miss Collins asked to be added.

Planning and Highways: Cllrs Brookes, Davis, Hembrow, Miss Moran, Mrs Redshaw, Shelton and Yarham had elected to sit on the committee. The clerk asked whether any other councillors wished to be on the committee and there were none.

Town Hall and Cemetery: Cllrs Miss Moran, Broughton, Hembrow, Mrs Redshaw, Shelton and Mrs Sked had elected to sit on the committee. Cllr Lester expressed disappointment that his name was not on the list as he had submitted a form via email. The deputy clerk acknowledged receipt of Cllr Lester's nomination form for the role of deputy mayor but confirmed that no committee selection form had been received. The clerk then asked whether any councillors not listed wished to be on the committee and there were none.

Finance and Personnel: The Town Council Chair together with the committee chairs form the committee.

However, all members of the council are eligible to attend and vote at meetings.

Cllr Broughton remains chair of the Amenities and Open Spaces committee (uncontested), Cllr Brookes remains chair of the Planning and Highways committee (uncontested) and Cllr Miss Moran becomes chair of the Town Hall and Cemetery committee (uncontested).

9. For members to adopt the Terms of Reference for Committees

It was proposed by Cllr Miss Moran and **RESOLVED** with 8 in favour and 3 abstentions to adopt the Terms as presented.

10. For members to consider revoking items 2-12 of the Emergency Resolutions dated 27th March 2020

Members discussed the resolutions and it was then proposed by Cllr Yarham and **RESOLVED** with 7 in favour and 5 against to revoke all items other than items 3 (Authority to Deputy Clerk) and 7 (Orders for Payment) which will remain in place.

11. Reports: Including reports from Deepings First, Committees (Planning and Highways), and the Clerk

Deepings First

Cllr Shelton reminded members that the plan was now at the stage of being submitted to SKDC. Whilst it was disappointing that the public referendum was being put back until May 2021, the committee were working out how to move forward to the next stages. However, the rules governing the plans state that residents must have access to a hard copy of the plan and it could not be a solely electronic response.

Planning & Highways

CLr Brookes advised members that there were no particular issues to report. Meetings could now resume using virtual technology so any Planning and Highways issues will be able to be addressed. There were no questions.

Clerk's Report

The Clerk had issued members with a report prior to the meeting:

1. The new website is still being developed and the existing website will be supported until such time as clerks are able to receive training after which the existing website will be withdrawn.
2. Canon Nigel Bacon has forwarded a link to a VE Day service that will be held on 8th May to be added to the website. The Mayor will perform a reading as part of the service.
3. The RBS consultant conducted a remote examination of the accounts on 30th April and everything is now prepared for the external audit. The audit will be presented to the council for agreement and submission in June.
4. The service of Installation and Induction for the new rector of St Guthlac's Church, the Rev'd Georgina (George) Holding, had been postponed until church services are able to resume.
5. Litter picking has been re-arranged for September.
6. The Annual Town Meeting cannot be held remotely so must take place at a later date, when it is deemed safe to do so.
7. Although the council had agreed in April to proceed with virtual meetings via Zoom, this was proving difficult as the office pcs have no cameras or microphones and remote access was only possible if one clerk was in the office to facilitate it. CLr Davis offered to continue to set up meetings for the time being whilst a resolution is sought.
8. There had been a query regarding councillors surgeries and CLrs Mrs Sked, Davis, Miss Moran, Shelton and Neilson volunteered to proceed with virtual surgeries on a Saturday at the same time that the library surgeries would have been held.

8.09pm CLr Dilks joined the meeting.

12. Correspondence to be noted and resolved upon

Correspondence to be noted

Who from	Subject	Date
Healthwatch lincs	Coronavirus survey	09/04/2020
Neighbourhood alert	Covid fraud	09/04/2020
NALC	Updates	09/04/2020
NALC	Chief exec bulletin	09/04/2020
Public sector news	Newsletter	09/04/2020
Neighbourhood alert	Easter message (coronavirus)	09/04/2020
Deepings library	Newsletter	10/04/2020
DSJ councillor	Police survey re covid	12/04/2020
Neighbourhood alert	Survey - covid	12/04/2020
NALC	Newsletter	13/04/2020
Public sector exec	Newsletter	15/04/2020
UK Parliament	Body image survey	15/04/2020
Tim Stevens	Signal box newsletter	16/04/2020
UK Parliament	Education newsletter	16/04/2020
Neighbourhood alert	Phishing alert	16/04/2020
Deepings school	Newsletter	17/04/2020
NALC	Newsletter	17/04/2020
Weland rivers trust	Community engagement	20/04/2020
Woodland trust	Newsletter	20/04/2020
Rural services network	Newsletter	21/04/2020
RHS	Communities newsletter	21/04/2020
NALC	Coronavirus update	23/04/2020
Deepings school	Newsletter	24/04/2020

NALC	Newsletter	24/04/2020
Neighbourhood alert	Newsletter	28/04/2020
Public Sectpr Network	Newsletter	29/04/2020
LALC	Newsletter	27/04/2020
Deepings school	Newsletter	01/05/2020
Northampton CC	VE day arrangements	29/04/2020
NALC	Coronavirus update	30/04/2020
Public Sector Exec	Newsletter	01/05/2020
Healthwatch Lincolnshire	Covid newsletter	01/05/2020
NALC	Newsletter	01/05/2020
SKDC	Stamford Arts Centre news	01/05/2020
Public sector exec	Newsletter	03/05/2020
NALC	Newsletter	04/05/2020
Public sector exec	Newsletter	05/05/2020
SKDC	Gift voucher scam	06/05/2020
LALC	Newsletter	06/05/2020
Public sector exec	Newsletter	06/05/2020

Correspondence to be resolved upon:

Who from	Subject	Members' Response
DSJPC	Request to hold a meeting regarding the summer playscheme.	Cllrs agreed that it would be acceptable for the playleader to organise a scheme at MDCPS for Market Deeping Children in the morning and Deeping St James children in the afternoon and to respond to DSJPC accordingly.

13. Council Finances

a) Income and expenditure by budget cost centre

Members had received a copy of the Council Finances and Omega report prior to the meeting. Cllr Yarham asked if there were any questions. There were none.

b) Accounts to be paid

It was **RESOLVED** with one against that the council pay its bills. See appendix A.

c) Review of the Town Council's expenditure incurred under S137 of the Local Government Act 1972

There were no questions or amendments to be made.

d) For members to receive and accept the internal auditor's report

It was proposed by Cllr Miss Collins and **RESOLVED** with 11 in favour to accept the report.

14. For members to consider Grant Aid funding of £5000 to assist local businesses who have suffered hardship through the Covid 19 crisis

Members had been informed by Cllr Broughton of the newly created Deepings Business Support Group. Deeping St James Parish council have elected to grant £5000 of their Small Business Relief Grant income to assist this cause. Market Deeping TC had been informed they were not eligible for this grant. The clerk had contacted DSJPC and been advised that the Rotary and Lions were not running the group, but would vet applications and pass them to the relevant councils for payment. The clerk advised members that care would be needed to show that any monies spent were going to benefit the community and not individuals. Cllrs felt more information was needed before a decision could be made. Cllr Miss Moran then advised members that Cllr Cooke had informed her that Market Deeping Town Council is eligible for the Small Business Rates Relief Grant, and the clerk will pursue this. It was the proposed by Cllr Neilson and **RESOLVED** with 7 in favour, 4 against, and one abstention that an item would be included on the next Full Council agenda for councillors to consider taking £5000 from Ear Marked Reserves for this purpose.

15. For members to consider a Council-led out of hours call forwarding service

As other initiatives had now superseded this idea, it was **RESOLVED** with 9 in favour and three abstentions that this item is now redundant.

16. For members to review and adopt the Town Council's Standing Orders, the Town Council's Financial Regulations and the Town Council's Code of Conduct

Cllr Davis pointed out that items 5f and 5g should read he/she. For item 17c information was not being presented quarterly, as stated, but monthly via the accounts to be paid and Omega documentation. As there were several other changes to note, it was proposed by Cllr Davis and **RESOLVED** with 10 in favour and one against to establish a working party to review all three documents and report back to the council with proposals for any alterations by 30th September.

17. For members to be given confirmation of arrangements for insurance cover

The clerk had presented members with renewal documentation including quotations from 3 different insurers. She advised members that the additional fee for the Town Hall rebuild cost (to include collection of debris) of £500,000 would be £445.00. Members discussed sums assured and it was then proposed by Cllr Lester and **RESOLVED** with 11 in favour and one against to accept the quotation from Hiscox insurance with the increased sum assured of £500,000 for the Town Hall.

18. Digital Council and for members to consider the provision of tablets and email addresses for councillors and clerks

Members discussed various methods of providing tablets and email addresses and Cllr Yarham suggested going to three companies for tenders. Some members felt the council should register for a domain, such as .gov.uk first and then progress from there. Cllr Yarham suggested an email format of 'name@mdtc.gov.uk' with either the full first and last name or last name followed by initial. Cllr Neilson suggested approaching SKDC to ask details of their provider arrangements to see if this may be suitable. It was then proposed by Cllr Yarham and **RESOLVED** with 10 in favour and one abstention to approach SKDC, one local company and one other to provide more information for the next meeting.

19. For members to review the council's subscription to other bodies

The clerk had provided members with a list of bodies that the council subscribes to. Members reviewed the list and it was **RESOLVED** with 10 in favour to continue with the subscriptions shown.

20. For members to review and adopt the Council's Press & Media Policy and the Council's Social Media Policy

Members noted that parts of the policies were now out of date and needed further review. Also, the council had previously been advised that the Facebook administrator had to be named under section 2dii of the Social Media policy. It was therefore proposed by Cllr Neilson and **RESOLVED** with 7 in favour and 5 abstentions that Cllr Miss Moran was best placed to become the Facebook page administrator and would be the named individual. It was then proposed by Cllr Miss Collins and **RESOLVED** with 10 in favour that the remaining sections of agenda item 20, together with agenda items 21 and 22 be reviewed by the Policy working party.

9.20pm Cllr Neilson left the meeting.

21. For members to review and adopt the Council's Grant Aid Policy

To be reviewed by the Policy working party as agreed for agenda item 20 above.

22. For members to review and adopt the following Town Council Policies and Procedures:

- a) **Complaints Procedure**
- b) **Data Protection Policy**
- c) **Freedom of Information Publication Scheme**
- d) **Employment policy and procedures**
- e) **Retention and Disposal Policy**
- f) **The Management of Transferable Data Policy**
- g) **Data Breach Policy**
- h) **Subject Access Request Procedure**

To be reviewed by the Policy working party as agreed for agenda item 20 above.

23.For members to consider the Annual Review of Risk Assessments

The clerk reminded Cllrs that this item needs to be reviewed by the Full Council each year and declared on the Annual Audit return. Cllr Mrs Redshaw asked the clerks to ensure that Health and Safety Risk Assessments were updated in light of the Covid 19 crisis latest guidance. The clerk confirmed that a register of training and issuing/acknowledgement of Risk Assessments is kept in the office to include those for the Park Keepers such as working at heights and chainsaw maintenance. Cllr Yarham asked the clerks to work towards updating the Coronavirus specific Risk Assessments and to report back to at the next Full Council meeting.

24.For members to review the inventory of land and assets including buildings and office equipment

The asset register had previously been presented to the council in March as part of the preparation for the Annual Audit. Members discussed the devaluation of items that were still on the register but had depreciated in value over time. It was the proposed by Cllr Shelton and **RESOLVED** with 11 in favour to accept the asset register as presented.

25.For members to review the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

The clerk reminded members of the existing arrangements for grass cutting, the maintenance and cleaning of the public toilets and the community cleaning rebate. It was then proposed by Cllr Shelton and **RESOLVED** with 7 in favour and 3 abstentions to continue with the existing arrangements.

26. For members to review the representation on or work with external bodies and arrangements for reporting back

It was proposed by Cllr Davis and **RESOLVED** with 9 in favour and one abstention that Cllr Mrs Sked would represent the council on the Neighbourhood policing panel, Councillors Mrs Redshaw and Broughton would represent the council as trustees for the Feoffees and Cllr Miss Collins would represent the council for the Deepings Youth Group. In the past year, Cllrs Yarham and Neilson had also been elected to represent the council on the LALC County Committee. Councillors may report back either verbally or via a written report.

27. For members to consider and discuss any points raised in the public session.

There were none.

28.The re-issuing of keys in line with the Town Council’s adopted Key Holder Policy

It was proposed by Cllr Yarham and **RESOLVED** with 9 in favour and 2 abstentions to adhere to the policy.

29.Confidential/Personnel Matters: Consideration to go into Closed session to discuss:

Staff issues

9.46pm The remaining SKDC councillors left the meeting.

It was proposed, seconded and **RESOLVED** unanimously to move into Closed Session to members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960, for members to discuss items that contained information of a confidential nature: It was then **RESOLVED** to come out of Closed Session.

The Chairman thanked all members for attending and declared the meeting closed at 9.55pm. The next scheduled meeting of the Full Council will be held on Wednesday 10th June 2020, virtual meeting details will be given when the agenda is published.

Chairman’s signature.....

Date.....

Attachments: Appendix A

